



**WORKSOURCE GEORGIA MOUNTAINS**  
**P.O. BOX 2278, GAINESVILLE, GA 30503**  
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**ADULT-DW@GMRC.GA.GOV**

### INTAKE INFORMATION CHECKLIST

Welcome to the WorkSource Georgia Mountains program. The Workforce Innovation and Opportunity Act (WIOA) program assists customers who need training to be successful in today's workforce. To begin the application process for the WIOA program, we ask that you read and complete the following documents thoroughly. Once the documents are completed, please mail, fax or e-mail to our office. After review, a staff member will contact you to ask for additional information and/or arrange an appointment for orientation. An application for the WIOA program **DOES NOT CREATE AN ENTITLEMENT** to services, and nothing in the Act shall be construed to establish a right of action for an individual to obtain services under WIOA. The program is based on eligibility, suitability, individual customer needs and funding availability.

### **WORKSOURCE GEORGIA MOUNTAINS DOES NOT ACCEPT HAND DELIVERED APPLICATIONS.**

**You must have your WorkSource Georgia Mountains application and supporting documentation complete and submitted no later than 6 PM (end of the business day) on Wednesday, June 14, 2017 to be considered for WorkSource Georgia Mountains assistance with tuition, required books and supplies for Fall Semester 2017.**

1. Register for WorkSource Georgia Mountains Services by going to [www.workreadyga.org](http://www.workreadyga.org)
2. Completed Application (ALL PAGES AND AREAS MUST BE COMPLETE)
  - A. Career Choice Research Worksheet (CCRW) along with at least five (5) complete program related job postings **printed off and enclosed** with application packet
  - B. O'NET Assessment – [www.mynextmove.org](http://www.mynextmove.org) Please enclose **ALL PAGES** with application
  - C. Rand McNally printout with mileage from your home to the school you wish to attend – <http://maps.randomcnally.com/mileage-calculator.do>
3. Signed copy of the Rights Statement (ALL 4 PAGES)
4. Affidavit of Citizenship (Applicant Status Affidavit); signed and notarized – **MUST BE ORIGINAL; we will not accept a Fax or Email copy or a copy of the original. Must be mailed or hand delivered to WorkSource Georgia Mountains Office.**
5. Clear Copy of Social Security Card and Driver's License – **LEGAL NAMES MUST MATCH ON BOTH DOCUMENTS**
6. Copy of Selective Service Registration, if you are a male born on or after 01/01/1960 ([www.sss.gov](http://www.sss.gov))
7. If needing childcare:
  - A. Copy of birth certificate(s) for child(ren) needing childcare; if applicable WE DO NOT NEED YOUR BIRTH CERTIFICATE, JUST APPLICABLE CHILD(REN)
  - B. Apply to DFCS for childcare (CAPS). Please provide a printout from your COMPASS account or copy of statement from DFCS Office; if applicable. <http://dfcs.dhs.georgia.gov/how-apply-caps-program>
8. If applicable, food stamp determination – MUST reflect ALL household members' names **AND** amount receiving – may use COMPASS account information, if available
9. If applicable, Clear Copy of permanent resident card – LEGAL NAMES MUST MATCH DRIVER'S LICENSE & SOCIAL SECURITY CARD
10. Copy of DD-214, if you are a Veteran
11. Copy of Separation Notice (if you are unemployed)
12. Copy of Unemployment Insurance (UI) Claims Examiner's Determination Letter (if you are unemployed)
13. If applicable, **ANY AND ALL ORIGINAL OFFICIAL** post-secondary education transcripts – DO NOT INCLUDE HIGH SCHOOL OR GED – we will not accept a Fax, Email copy or a Copy of the original. We will accept email directly from the School to our office.
14. Financial Aid Verification form (except truck drivers attending CDL of GA, Daly's or Georgia Driving Academy, forklift certification and Continuing Education programs)
15. Copy of acceptance letter stating chosen program of study and in-state resident (excluding Continuing Ed. Programs)
16. Copy of program of study outline listing required courses (except truck drivers attending CDL of GA, Daly's or Georgia Driving Academy)

**FYI – IF YOU ARE EMPLOYED AT THE DATE OF APPLICATION, HOUSEHOLD INCOME MUST BE VERIFIED. DOCUMENTATION WILL BE REQUESTED ONCE THE APPLICATION HAS BEEN REVIEWED BY THE INTAKE STAFF.**

Case Manager may require a background check and drug screen; depending on your program of study – DO NOT PROVIDE NOW.

Please feel free to contact the office if you have questions or concerns. Additional information is also available on our website at [www.gmrc.ga.gov](http://www.gmrc.ga.gov)